

How to print & download on eOAR

Date Written 30 April 2019

Date Updated

3-May-19

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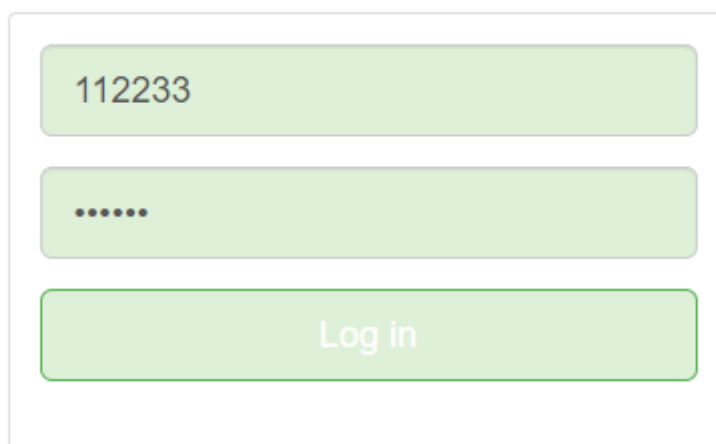
Caution

N.B. You will need to print your electronic OAR from the eOAR website no later than 2 months after you have completed your degree. When you have left the University, you will no longer have access to this site.

Printing your OAR

Now Do This ...

1. Login to the eOAR site: <https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/poppi-health/eoar>



The screenshot shows a login form with three input fields. The first field contains the number '112233'. The second field contains six dots, representing a password. The third field is a button labeled 'Log in'.

[Click here to setup login information for eOAR or to reset your password.](#)

2. Select the placement and OAR that you wish to download and print. You will need to complete this for each placement OAR.

Home **Placements** Actions to Take Forward Show Grading Grid PebblePad Help Log Out

Student Name Mouse, Minnie, Miss
Branch Adult


Status: All Completed Active Upcoming

Search


Clear Search


Number of placements: 8


Placement Name	Year	Label	Date From	Date To	Status
DER ACCIDENT & EMERGENCY	3	NUR Final Sign Off	17/10/2016	11/12/2016	Summative Assessment Approved by Mentor 30/04/2019

3. Look for the print symbol  visible under the menu sections of eOAR and select it:

Home **Placements** Actions to Take Forward Show Grading Grid PebblePad Help Log Out

Placement Name DER ACCIDENT & EMERGENCY 

4. Clicking the print symbol will expand all sections of your OAR onto one page. To print and download, select the print button  .



Student Name Mouse, Minnie, Miss
Branch Adult
Placement Name DER ACCIDENT & EMERGENCY

Development Plan Date Created: 30/04/2019 Verified by: Peter Grffin 30/04/2019


This Development Plan has been approved by Peter Grffin on 30/04/2019 .

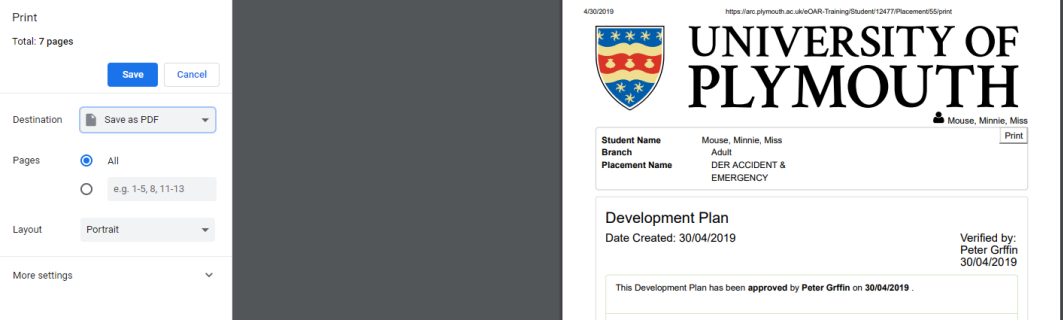
Comment left by Peter Grffin:

printing


Printing with different internet browsers

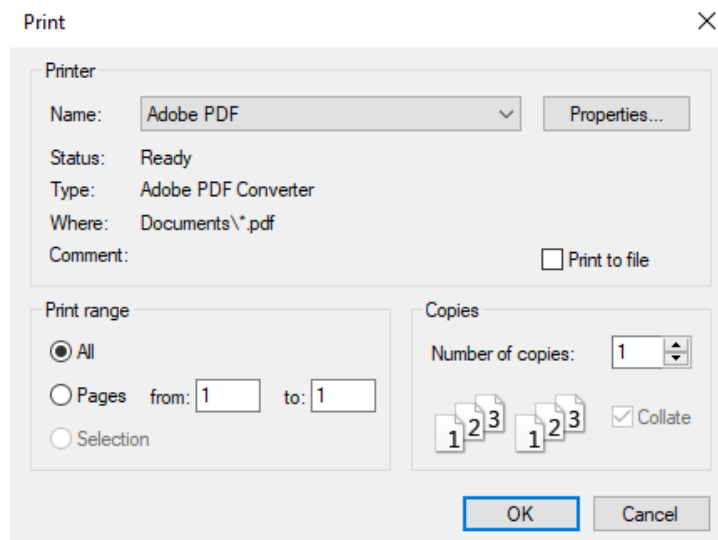
1. You should now print your OAR as a .PDF file and save to your files. Your internet browser will determine the next screen you see.

2. **Printing in Google Chrome** : Change your Destination to Save as PDF and save.



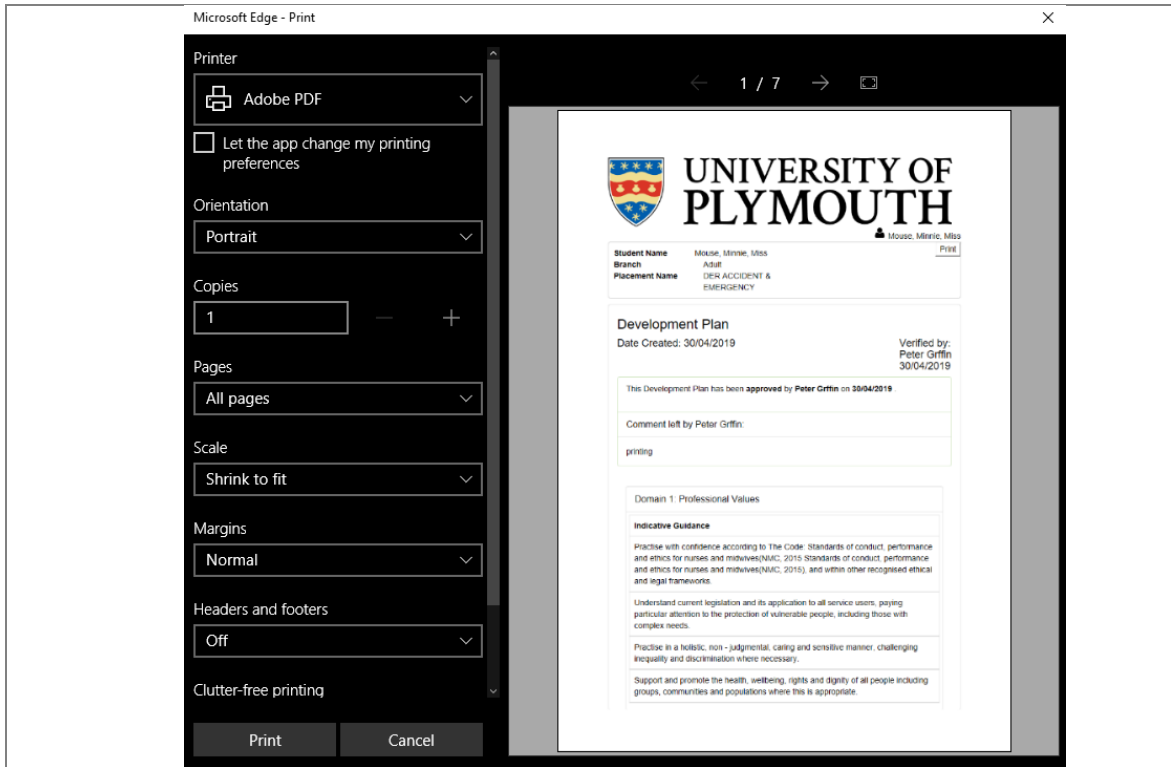
The screenshot shows the print dialog in Google Chrome on the left and the University of Plymouth OAR page on the right. The print dialog has 'Destination' set to 'Save as PDF'. The OAR page shows student details for Minnie Mouse and a development plan approved by Peter Griffin.

3. **Printing in Firefox** : Change your printer name to Adobe PDF or Microsoft Print to PDF and click OK.

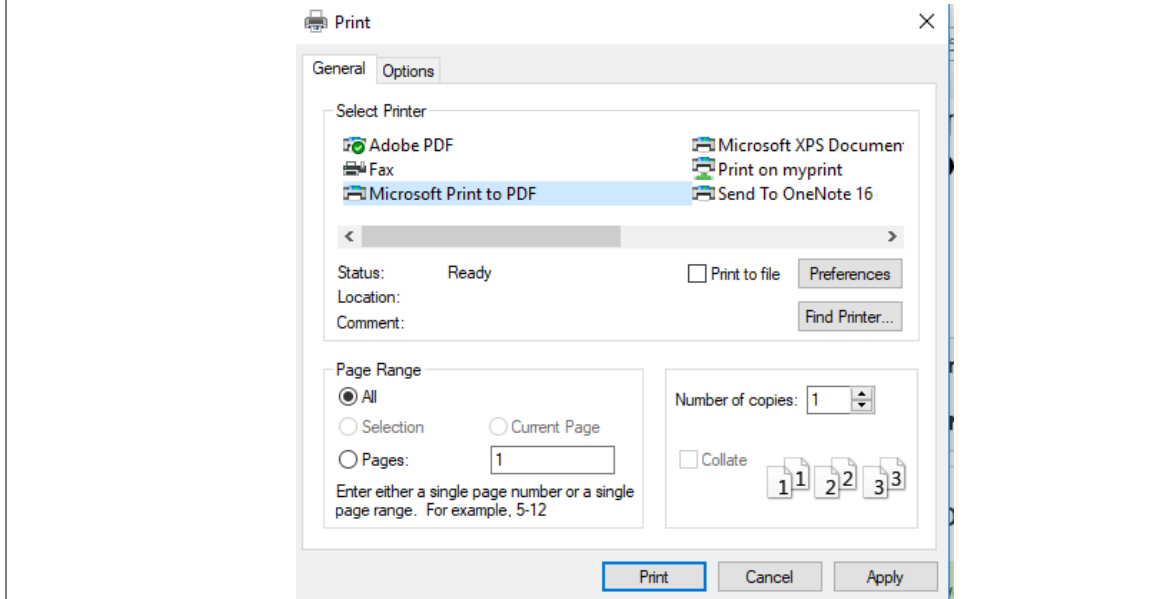


The screenshot shows the print dialog in Firefox. The printer is set to 'Adobe PDF'. The print range is set to 'All' pages. The number of copies is set to 1, and the 'Collate' checkbox is checked.

4. **Printing in Microsoft Edge** : Set your printer to Adobe PDF or Microsoft Print to PDF and select Print.



5. **Printing in Internet Explorer 11** : Select Printer Adobe PDF or Microsoft Print to PDF and select Print.



Saving and securing your OAR download

Now Do This ...

1. When saving your OAR download, save in a secure place & keep a backup of your files. You can do this by using a USB memory stick, external hard drive or cloud service. Ensure that you have checked the contents before you end your session.
2. You will need to print each placement OAR individually. Printing one OAR will not download them all.
3. **You will need to print your electronic OAR from the eOAR website no later than 2 months after you have completed your degree. When you have left the University, you will no longer have access to this site.**
4. For University IT services policies & guidelines, see the following information: <https://www.plymouth.ac.uk/students-and-family/governance/information-governance/information-security>